

# Retention and Classification Report

**Agency:** Washington County (Utah). Human Resources Department  
(3555)  
Administrative Building  
197 East Tabernacle Street  
St. George, UT 84770  
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## Records Officer

27366 Interview records  
27584 Terminated personnel files

**AGENCY:** Washington County (Utah). Human Resources Department

**SERIES:** 27366

3

**TITLE:** Interview records

**DATES:** 1998-

**ARRANGEMENT:** Chronological by year and month and thereunder alphabetical by job title

**DESCRIPTION:**

These are records relating to interviews with prospective employees and described in 29 CFR 1602.14 (2012). They include correspondence, reports, lists of questions, notes, and test scores.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

**AUTHORIZED:** 09/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Washington County (Utah). Human Resources Department

**SERIES:** 27584

3

**TITLE:** Terminated personnel files

**DATES:** 1962-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain 100 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1962 and continuing to the present. Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 99 years and then destroy.

Microfilm master: Retain in Office for 1 year and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center for 99 years.

Paper: Retain in Office for 1 year and then microfilm.

**AGENCY:** Washington County (Utah). Human Resources Department

**SERIES:** 27584

**TITLE:** Terminated personnel files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.